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29 December 1953

MEMORANDUM FOR: ASSISTANT DIRECTOR/RESEARCH AND REPORTS  
ASSISTANT DIRECTOR/SCIENTIFIC INTELLIGENCE  
ASSISTANT DIRECTOR/OPERATIONS ✓  
ASSISTANT DIRECTOR/COLLECTION AND DISSEMINATION  
ASSISTANT DIRECTOR/NATIONAL ESTIMATES

SUBJECT : Material for Use in Connection with Congressional  
Hearings on the 1955 Budget Estimates

1. Attached is a copy of the Briefing notes on your office used by Mr. Amory last year before the House Committee of Appropriations in testifying on the 1954 Budget. In preparation for the hearing before Congress on the 1955 Estimates, it will be appreciated if you will review the attached and make such modifications as appear appropriate either for currency or to improve its effectiveness.

2. Especially valuable would be the addition or substitution in the text, where appropriate, of examples of significant recent accomplishments which will illustrate the importance, complexity, and time-consuming nature of the work. Any appropriate general references to adverse effects of the current ceiling on personnel and funds upon the planned production of the Office might also be included.

3. It is also requested that you submit a few selected examples of Office production (finished intelligence reports, consumer survey reports, etc.) that would be appropriate for use by Mr. Amory in illustrating to the Committee members the nature and importance of the work performed.

4. We are also interested, in this connection, in securing copies of any memoranda received indicating the value to outside agencies of production by the DD/I Offices. (For example, the Deputy Assistant Secretary of Defense (R & D) recently advised the DOI that an estimate prepared by O/SI would be very useful for R & D planning.)

5. Please furnish the above information to this office by 15 January 1954.

/s/  
Assistant to DD/I (Administration)

Attach.

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